



COLORADO

Department of Public
Health & Environment

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*** CDPHE-CACFP PROCEDURE MEMO CENTERS #15-12 ***

*** CDPHE-CACFP PROCEDURE MEMO ADC #15-06 ***

DATE: May 6, 2015
MEMO CODE: CENTERS #15-12, ADC #15-06
SUBJECT: Production Records in the CACFP
TO: Institutions operating the CACFP in center-based child care and adult day care facilities

The Colorado Department of Public Health and Environment, Child and Adult Care Food Program (CDPHE-CACFP) continuously strives to make participation in the CACFP as easy as possible by reducing paperwork where allowable. Effective immediately, production records are optional for participating institutions. This change is effective for sponsoring organizations and facilities that purchase food and ingredients, prepare meals using the purchased food and ingredients, and serve the prepared meals to enrolled participants. This applies to meals served to children over one year of age and adults enrolled in adult day care. By releasing this memorandum, the CDPHE-CACFP implements the United State Department of Agriculture recommendations published in USDA policy memorandum, CACFP 15-2013, *Existing Flexibilities in the Child and Adult Care Food Program*.

Many sponsoring organizations and facilities participating in the CACFP use production records as a planning, training, and documentation tool. The CDPHE-CACFP encourages institutions to continue using production records if desired. Production records provide the following benefits, which enhance the success of operating the CACFP:

- To ensure adequate food is purchased (as a shopping list);
- To have a plan in place if a food service staff member is absent;
- To ensure adequate food is prepared on the day of service; and
- To fully document compliance with the CACFP Meal Pattern requirements and prevent loss of reimbursement when menus are missing a component or lack detail.

Institutions and participating facilities that choose not to use production records may use the Food Buying Calculator if desired, which is a useful resource for planning and purchasing food. This tool allows the user to search for food items by name or by food group, and view the “as purchased” (AP) description of the food, edible portion (EP) serving description, purchasing unit, and the serving unit. Upon selection of the food item, the user can determine the serving size and the number of servings required for a meal. The required quantity of the food to purchase will automatically calculate based on the information provided. This function is helpful during menu planning to ensure adequate amounts of food are planned for, purchased, and prepared for each meal. Users can email or print the shopping list for use when purchasing food items. This tool is available at the following link:

<http://fbg.nfsmi.org/>.



Record keeping requirements in the absence of production records

Institutions that choose not to use production records must continue to maintain copies of menus, Records of Meals Served (ROMS), receipts for purchases of food and milk, and all other CACFP required records.

Institutions must also maintain daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service, per CACFP regulations 7 CFR 226.15 (e)(5) and (10). This information was previously recorded on production records. Institutions may choose how to document this information daily. Institutions may only claim meals served to children and adults in care.

During CDPHE-CACFP compliance reviews of CACFP sponsoring organizations and facilities, the Nutrition Consultant will use food receipts and invoices to verify purchases of adequate quantities of food served to participants. This applies to reviews of sponsoring organizations and facilities that prepare meals and snacks on-site, or from a central kitchen used solely for the purpose of the CACFP. The CACFP regulation, 7 CFR 226.15 (e)(6), requires institutions to maintain these records. The Nutrition Consultant will also verify adequate quantities of food are served during the observed meal service.

CACFP institutions and facilities that receive meals from vendors or caterers must continue to collect records of food production and invoices for meals provided by the contracted food service management company. At a minimum, these records must display the foods that make up each meal (menu) and the quantity of each creditable component in one meal (portion). This documentation is known as a portion menu. A separate document displaying the menu and portion documentation is not required. Both may be included in the same document (refer to the example below). These records provide the CACFP institution with the tools necessary to ensure the vended meals meet CACFP requirements.

Example of portion menu:

Lunch	Portion	Unit	Total Portions Provided
Baked Herb Chicken	1.5	oz	30
Roasted Sweet Potatoes	0.25	cup	5
Quinoa	0.5	cup	10
Whole Apple	0.25	each	5

CACFP institutions and facilities that prepare meals from a large central kitchen or large food service operation for purposes other than CACFP (such as school food authorities, food banks, hospitals, or other settings where food receipts and invoices cannot reasonably demonstrate which foods were purchased specifically for CACFP) must also maintain portion menus as described above to demonstrate what food and what quantity of food make up a CACFP meal.

Production records for infants

The current State agency requirements for documentation of food and quantities of food served to infants (birth through 11 months of age) remains unchanged. The CACFP regulation, 7 CFR 226.6 (e)(10), requires institutions to maintain any food service records required by the State agency. The CDPHE-CACFP will continue to explore other methods of record keeping pertaining to infants that may be less burdensome for institutions while demonstrating compliance with requirements for infant meals.

Production records as corrective action

The CACFP regulation, 7 CFR 226.6 (e)(10), and USDA policy, CACFP 09-2013, *Additional State Agency Requirements in the CACFP*, grant the CDPHE-CACFP regulatory authority to require production records as a part of corrective action at any time without USDA approval, and enforce this requirement with fiscal action. This may occur if CACFP compliance reviews indicate that institutions or participating facilities fail to comply with the content and quantity requirements of the CACFP Meal Pattern, or if documentation of food and milk receipts fail to demonstrate purchases of adequate quantities of food and milk. The CDPHE-CACFP encourages sponsoring organizations to use production records as a corrective action tool for sponsored facilities to ensure compliance with CACFP Meal Pattern requirements.

Please contact the institution's assigned CACFP Nutrition Consultant if any questions arise.